

## **Suffield Police Commission**

### **Minutes of the Regular Meeting, January 16, 2008**

The regular meeting of the Suffield Police Commission was held on Wednesday, January 16, 2008 at Suffield Police Headquarters, 911 Mountain Road, Suffield, Ct.

Present were: Chairman Don Miner, Commissioners Jack Quinn, John Zavisza, Linda Stevenson, and Matt Joyal. Commissioner Hill was not present. Also present were Chief Michael Manzi, Capt. David Bourque, and Recording Secretary Karen McKown.

The meeting was called to order at 7:05 p.m. by Chairman Miner.

#### **CORRESPONDENCE:**

Mr. Miner read a letter from Sgt. Michael Fisher of the Wethersfield Police Department, who thanked Officers Terry Antrum, Jeff Reynolds and Sgt. Richard Brown for their participation in the Connecticut Police Explorer Academy. He said he would be grateful if these three officers were available to help the Academy in 2008.

#### **PUBLIC INPUT:**

None

#### **MINUTES OF DEC 19, 2007 MEETING:**

Mr. Quinn motioned to accept the minutes as presented, seconded by Ms. Stevenson. The motion carried by unanimous approval.

#### **DEPARTMENT REPORTS:**

**BUDGET AND FINANCE** – The budget as presented represented ½ year of expenditures. The department budget is on track. The diesel fuel mystery has been solved. A school bus driver had inadvertently taken a police department gas key. Capt. Bourque said our account will show “zero” when the money is put back into the diesel account. The large “water” expenditure was due to the lobby “bubbler”. There will be money reimbursed for training for dispatchers from O.S.E.T, and also the D.U.I. grant money is scheduled to come in and will be returned to payroll.

Chief Manzi reported that the copier in his office is just about shot. It is about 10 years old and lately, is requiring multiple visits from technicians for repair. Discussion was held regarding buying a new replacement versus leasing one.

#### **ACTIVITY REPORT**

**Activity** – Some discussion was held at the end of the meeting regarding the format of the activity report. The report still needs tweaking before it can be put onto the P.D. web page. Discussion was held regarding the format and timing of articles in the Suffield Observer.

**K-9** -Officer Osowiecki's report is included in the Commission packet. K-9 Phil has had a bone chip removed. Chief Manzi further reported that K-9 "sweeps" of the schools, working with Officer Osowiecki and K-9 Phil, will be forthcoming, because drugs are being brought to schools. K-9 training is continuing at the Bridge Street School site.

**School Resource Officer** - No discussion

**Detective Bureau** – Detective Sargent has been working diligently on the Town Hall burglary, as well as other cases. The Detective was also busy with continuing "active shooter" training along with Sgt. Nelson. A potential problem has been identified, that being the school custodians cannot talk to police on their portable radios.

**Evaluations** – Officer Kieselback continues to receive superior results on his evaluations. Sgt. VanTasel has completed one year of probation as a sergeant. **Mr. Quinn motioned to advance Sgt. VanTasel** from probationary status to regular grade B sergeant status. Mr. Joyal seconded and the motion carried unanimously.

**Mr. Quinn motioned to accept the department reports** as presented, seconded by Ms. Stevenson and approved by unanimous vote.

### **CHIEF'S REPORT**

Chief Manzi reported that an older Chevrolet cruiser was sold at bid for \$5,100. That money will go back into the budget under cruiser purchase.

The Chief reported that:

The police officers have ratified their contract and the Board of Selectman has approved it as well. Retro pays are being calculated for both officers and town hall union members (dispatchers and admin. assistant). Outside work is not subject to retroactive pay.

Officer Barbara Reynolds was involved in a cruiser accident with the department Expedition. She was not injured and there was no damage to the cable box that she struck.

On January 1, there was a fatal motor vehicle accident on the Rte. 190 bridge. The operator struck a state D.O.T. plow truck.

A town wide meeting regarding the construction of a bio-diesel plant in Suffield is being held next week and police presence has been requested.

The closing date for new police officer applicants was Dec. 30, 2007. 26 applications were received. The written portion of the test is scheduled for January 19<sup>th</sup>.

(Chief's Report continued):

Reported about “A Child Is Missing (ACIM) general order, included in the Commission packet. The Chief explained how this non-profit organization works with police in the event a child, as well as an endangered adult, is reported missing. ([www.achildismissing.org](http://www.achildismissing.org)).

In the Chief’s office, a wall radiator unit disintegrated and spilled a large amount water onto the floor, over the weekend of Jan 5. The replacement part required a week for delivery, but then the entire unit ruptured a few days later, again spilling water onto the floor. Part of the wallboard and insulation on that east wall was damaged. Public Works is looking into the possibility of having to replacing the entire HVAC system in the building. The Chief also reported a mice infestation that Custodian Rae Christian is trying to eradicate.

### **BUDGET 2008/09**

Mr. Miner distributed a 3 page budget proposal, explained it, and asked for Commission input. Much of the discussion was about the needed number of new cruisers, and how the (2) new officers will impact the budget. (The proposed budget is on file with the January, 2008 Commission packet). Mr. Zavisza requested there be a system in place for vehicle rotation, in an effort to keep mileage down on all police vehicles. **Mr. Quinn motioned to** accept the budget as presented, but suggested the Commission consider adding another 4-wheel drive to the fleet. Mr. Zavisza seconded Mr. Quinn’s motion which carried unanimously.

### **CHAIRMAN COMMENT**

Mr. Miner presented for discussion the idea of having an expert in long range planning attend a commission meeting, to discuss the process of planning and achieving long range goals. The lady Mr. Miner was considering is willing to do this pro bono. The Commission and the Chief agreed it would be beneficial to have this person briefly attend a meeting.

### **PUBLIC COMMENT – None**

**At 9.02, Mr. Quinn motioned** to go into executive session to discuss personnel, new hire, and discipline issues. The motion was seconded by Mr. Zavisza and was approved by a unanimous approval. Chief Manzi and Capt. Bourque were present during the executive session.

At 10:15, the Commission returned to regular session. At that time, **Mr. Quinn motioned to adjourn**, seconded by Ms. Stevenson and approved by unanimous vote.

Respectfully submitted,

Karen McKown

Donald Miner, Chairman

Recording Secretary